

**CLASS SPECIFICATION**

**SAN DIEGO CITY CIVIL SERVICE COMMISSION**

**ADMINISTRATIVE SERVICES MANAGER**

**DEFINITION:**

Under general direction, to plan and direct the work of a large professional staff responsible for providing major administrative services for the Police Department or the Financial Management Department.

**DISTINGUISHING CHARACTERISTICS:**

Serves as a second-level supervisor over a professional staff in the Administrative Analyst series. It is distinguished from the lower level Supervising Administrative Analyst class in that the latter serves as a first-level supervisor over professional staff and has significantly less subordinate staff, while this class supervises two or more professional first-level supervisors who are at the Supervising Administrative Analyst level.

**\* EXAMPLES OF DUTIES:**

- Through subordinate supervisors, plans, organizes and directs a staff of analysts and other professional personnel performing a variety of difficult budgetary and administrative support activities in the department served;
- Directs and coordinates the fiscal and/or analytical operations of the department such as budgeting, fiscal control, accounting, purchasing, grant preparation and analysis, management information systems, contract administration, capital improvements, crime analysis and other specialized administrative support operations;
- Serves as policy advisor to the department head or assistant department head in establishing and implementing policies and procedures for department operations;
- Confers with and makes presentations to department management, other City officials or outside agencies regarding fiscal policy or other issues within their scope of responsibility;
- Reviews, analyzes, and makes recommendations on policies, procedures, and legislation having department or City-wide impact;
- Directs or participates in the analysis and resolution of the most critical or highly complex studies pertaining to a variety of fiscal, administrative or operational problems;
- Prepares and presents written and oral reports to decision-making bodies;
- Selects, trains, and evaluates the work of subordinates.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

College graduation with a Bachelor's degree, **AND** five years of professional experience in budgetary, administrative, productivity, or organizational analysis which must include at least one year of experience supervising a staff of professional level employees.

- \* EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.